

**18.0 - EMPLOYMENT RESTRICTIONS**

**18.1 - Political Activities** - Employees of the City shall not:

**18.1.1** - Become a candidate for any City of Coral Gables elective office.

**18.1.2** - Use official position, authority or influence for the purpose of interfering with an election or a nomination to office by coercing or influencing the vote of another person.

**18.1.3** - Directly or indirectly coerce or attempt to coerce, command, or advise any other employee to pay, lend, or contribute any part of City salary, pay any sum of money, or anything else of value to any party, committee, organization, agency, or person for political purposes.

**18.1.4** - Be prohibited as an employee from expressing an opinion on any candidate or issue or from participating in any political campaign during off-duty hours, so long as such activities are not in conflict with the provisions of sub-paragraphs 18.1.1, 18.1.2 and 18.1.3.

**18.2 - Employment of Relatives** - In accordance with Florida law, two or more members of the immediate family may be employed in the same department on a regular, full-time basis, providing that one immediate relative does not supervise the other at any time. Immediate family includes spouse, daughter, son, mother, father, sister, brother, grandmother, grandfather, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any other relative living in the same household. This section applies only to those employees hired, or considered for departmental transfer, subsequent to December 31, 1984.

**18.2.1** - Pursuant to Florida Statutes, Section 112.3135, no Department Head or supervisor may hire, promote, or otherwise affect the employment status of a relative, nor advocate such action on behalf of a relative.

**18.2.2** - Situations in which two employees married to each other would work in the same Department will be reviewed on a case-by-case basis. However, no spouse will be hired or transferred to a position where there would be direct supervision by a spouse.

**18.3 - Outside Employment** - Full-time employees of the City shall not engage in any other employment or pursue any other gainful occupation, including self-employment, unless permission to perform other work is recommended by the Department Head and approved by the City Manager or designee. The following constitutes the City's policy on Outside Employment:

**18.3.1** - The Outside Employment Request Form & Affidavit must be completed and approved prior to beginning any outside employment (incidental, occasional or otherwise).

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**18.3.2** - Requests for approval of the Outside Employment form must be made on a yearly basis (even if for the same outside employment that had been previously approved).

**18.3.3** - Any request by the City to the employee for work in excess of the employee's regularly scheduled work week shall take precedence over the demands of any approved outside employers(s).

**18.3.4** - Newly hired employees who have outside employment prior to accepting employment with the City of Coral Gables, are required to complete and submit an Outside Employment Request Form within 24 hours of employment with the City.

**18.3.5** - Outside Employment shall not interfere with or be in conflict with the performance of City duties.

**18.3.6** - Outside Employment shall not impair independence of judgment in the performance of any public duties.

**18.3.7** - There shall be no association with any business having a questionable reputation or that would reflect unfavorably on the City or the employees.

**18.3.8** - City employees shall not have any employment or contractual relationship with any business entity or agency which engages in business or contractual agreement with the City, in compliance with Florida Statutes, Section 112.313, and Miami Dade County Code regarding conflict of interest.

**18.3.9** - Under no circumstances are City resources, including equipment to be used for the purpose(s) of outside employment. Employees are expressly prohibited from using any City equipment including, but not limited to vehicles, computers, telephones, or two way radios for the purpose of conducting, assisting or otherwise performing any work product or service that is not authorized by the City.

**18.3.10** - Employees on restrictions such as FMLA, disability, workers compensation, are prohibited from engaging in any outside employment.

**18.3.11** - Employees are prohibited from engaging in outside employment with another government entity, unless approved by the City Manager.

**18.3.12** - Employees are prohibited from using the City name, logo, trademark or any portion thereof, in order to solicit customers.

**18.3.13** - In general, outside employment should be limited to no more than 20 hours per week.

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**18.4 - Financial Interests** - City employees shall have no financial interest in, or personally profit directly or indirectly from any contract, purchase, sale or service between the City and any person or company.

**18.5 - Employee Solicitation/Distribution** - In accordance with State law and with the belief that working hours are for work, the following code must be observed:

**18.5.1** - There shall be no solicitation, selling of goods or services, or distribution of literature of any kind by any employee during the working hours of the employee soliciting or the employee being solicited. Employees who are not on working time may not solicit employees who are on working time for any cause or distribute to them literature of any kind.

**18.5.2** - There shall be no distribution of any literature of any kind by employees and off-duty employees in any work area of the City.

**18.5.3** - Employees may not post any notice or other literature on City property without prior approval by the City Manager or the Human Resources Department.

**18.5.4** - Employees who violate any of the above policies are subject to discipline up to and including dismissal.

**18.5.5** - Persons not employed by the City are prohibited from distributing or posting any written or other material, or soliciting for any purpose or cause at any time on City property. The Human Resources Director must be immediately notified in the event that any employee observes a violation of this rule by any unauthorized person.

**18.6 - Children in the Workplace** - The City supports "Take your Child to Work Day" one day a Year, later in the Spring, when children are welcomed in the workplace. Beyond that day, children shall not be brought to work by employees.

**18.6.1** - Employees are not permitted to bring their children to the workplace. NO EXCEPTIONS.

**18.6.2** - Employees shall not be allowed to have their children ride in any City vehicle while on City business.